# CONFIDENTIAL Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030001-1

27 March 1973

MEMORANDUM FOR: Director of Training

THROUGH

: Chief, Support School

SUBJECT

: Course Report - Support Services Review:

Trends and Highlights No. 40 (4-73)

25X1A

- 1. The fortieth running of the Support Services Review: Trends and Highlights was conducted at the 26 February 2 March 1973. Forty-seven students attended: 36 men and 11 women; four of the men were black. The Course Schedule, Student Roster and Student Critiques are Attachments A, B and C respectively.
- 2. The critiques were generally favorable. The students appreciate the frank, honest presentations and replies to their questions.
- 3. Every office seems to keep their presentations updated. SIPS, as an example, is in the process of making some changes in the hopes that more show and tell thru slides and a movie will greatly improve their presentation. They hope to have this accomplished by the first running in FY 1974.
  - 4. All speakers attended as scheduled except:

25X1A 25X1A

for John F. Blake

Robert S. Wattles for John Coffey

25X1A

Course Administrator

#### Attachments:

- A. Course Schedule
- B. Student Roster

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A

CENTRAL INTELLIGENCE AGENCY

# SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Course No. 4-73 (Fortieth running) 26 February - 2 March 1973

25X1A

Seminar Room, Administration Building

#### **OBJECTIVES**

- 1. To provide a training framework in which personnel of the Support Services will learn of significant programs and activities of the various Support Offices and will learn of policies and trends in Agency support.
- 2. To provide an environment in which individuals from various Offices of Support Services will get to know one another in order to enhance future work relationships.

OFFICE OF TRAINING

Support School

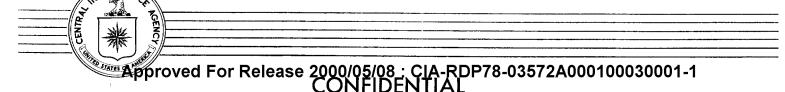
Administrative Training

Course Administrator:

25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

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## SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Monday,	26	Feb	ruary	1973
			CONTRACTOR OF SPRINGER AND ADDRESS.	

1006-1040

Welcome, Administration and Security

25X1A

Course Administrator, Office of Training

1050-1150 CIA and National Security

25X1A Briefing Officer, School of Intelligence and World Affairs, Office of Training

Lunch 1150-1300

1300-1350 Office of Training:

Trends and Highlights

Deputy Director of

Training

1400-1450

1500-1550

1600-1650

The Role of the Special Support Assistant to the Deputy Director for

Support

Agency Records

Management

Tour of Records Center

25X1A

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Special Support Assistant to the Deputy Director for Support

25X1A Records Management

Training Officer, OTR

Chief, Agency Archives

and

Chief, Agency Records Center

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# $\equiv$ SUPPORT SERVICES REVIEW $\equiv$ TRENDS AND HIGHLIGHTS $\equiv$

#### Tuesday, 27 February 1973

0830-0945	Office of Finance: Trends and Highlights	Thomas B. Yale Director of Finance
1000-1045	Introduction to Logistics	John F. Blake Director of Logistics
1100-1200	Agency Depot System and Materiel Support to Overseas Operations	Deputy Chief, Supply Division, OL
1200-1310	Lunch and Exhibit	25X1A
1310-1350	Headquarters Logistics Support Problems	25X1A Chief, Logistics Services Division, OL
1400-1440	Procurement and Contracting for Materiel and Services	Deputy Chief, Procurement Division, OL
1450-1530	Support Rendered by Real Estate and Construction Facilities	Deputy Chief, Real Estate and Construction Division, OL
1540-1640	Support Rendered by the Printing Services Facilities	Chief, Printing Services Division, OL
1645-1700	Logistics Wrap-Up	John F. Blake

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# = SUPPORT SERVICES REVIEW = = TRENDS AND HIGHLIGHTS =

	Wednesday,	28 February 1973		
25X1A	0815-0830			
	0845-1015	Office of Communications: Trends and Highlights	Director of Communications	5X1A
	1030-1200	Communications Training		5X1A
			Office of Communications	
25X1A	1200-1245	Lunch		
	1245-1430	Tour - Covert Communications Laboratory	Chief, Covert Communications Laboratory, Office of Communications	25X1A
2 <u>5</u> X1A	1430-1445			
	1510-1600	Psychiatric Staff Activities	Chief, Psychiatric Staff, Office of Medical Service	25X1A
	1610-1700	Office of Medical Services: Trends and Highlights	Dr. John R. Tietjen Director, Office of Medical Services	

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# SUPPORT SERVICES REVIEW = TRENDS AND HIGHLIGHTS =

Thursday, 1 March 1973

0845-1215	Security Trends and Highlights.	Howard Osborn
	An overview of current	Director of Security
	security missions and	and
	functions with emphasis upon	Office of Security
	new developments in the security field.	Representatives
1215-1330	Lunch	
		25X1A
1330-1440	Personnel Benefits and	make an responsed from other state of the st
	Services	Deputy Chief, Benefits and
		Services Division,

1450-1550 The Agency Retirement
Program and Retirement
Services Affairs Division, Office
of Personnel

1600-1700 Office of Personnel: 25X1A
Trends and Highlights Deputy Director of

Deputy Director Personnel

Office of Personnel

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# SUPPORT SERVICES REVIEW = TRENDS AND HIGHLIGHTS =

Frida	y, 2	2 N	lar c	h	1973

0930-1100

0830-0915 Support Services Staff

Program Responsibilities

Deputy Chief, Support

25X1A

Services Staff

Support Information Processing Systems

Deputy Chief, Support 25X1A

Information Processing Systems (SIPS) Task

Force

25X1A

Deputy Chief, Management Support Division, OCS

25X1A

Chief, Data Management Center Team, SIPS

1110-1200 Microfilm Programs

25X1A

Chief, Microfilm Programs
Branch, Support Services
Staff

1200-1315 Lunch

1315-1415 Film: Need to Know

1430-1515 Meeting with the

Deputy Director for Support

John Coffey

1520-1540 Final Administration

25X1A

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